



# 8(a) News

## Hawaii District Office

April 2005

### Hawaii's 8(a) BD Program Resource

Issue 8

#### U.S. Small Business Administration Hawaii District Office

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#### 8(a) Stats

Number of Firms in the Hawaii  
District Office Portfolio  
As of March 31, 2005: **227**

#### New Participants:

Ace Land Surveying, LLC	1/05
Heartwood Pacific, LLC	1/05
ComCon Technologies, Inc.	2/05
Design Asylum, Inc.	3/05
Innovative Landscapes, Inc.	3/05
The Teho Company, LLC	3/05

All of the SBA's programs and services are provided to the public on a nondiscriminatory basis.

#### ONLINE REPRESENTATIONS AND CERTIFICATIONS APPLICATION (ORCA)

ORCA is an e-Government initiative that has been developed to replace most of the paper based Representations and Certifications (Reps and Certs) process, known as Section K by creating an Internet application that allows user access 24/7.

Firms interested in architect-engineer contracts with the Federal government can also enter general qualifications required by Standard Form 330, Part II. Submission of the Form 330 Part II through ORCA, is voluntary.

Previously, vendors were required to submit Reps and Certs for each individual large purchase contract award. ORCA was created to facilitate the process where a contractor can enter their Reps and Certs information once for use on all Federal contracts. This site not only benefits the contractor by allowing them to maintain an accurate and complete record but also the Contracting Officer as they can view every record, including archives. Changes to the Federal Acquisition Regulation (FAR) are scheduled for the upcoming months that will mandate the use of CCR and ORCA.

You must be registered in ORCA if the solicitation you are responding to requires that you have an active registration in CCR (Central Contractor Registration). The ORCA site can be found by going to <http://www.bpn.gov> and clicking on "online Reps and Certs Application." If you do not have access to the Internet or feel you need extra Internet help please contact the Procurement Technical Assistance Center (PTAC) ([www.dia.mil/db/procurem.htm](http://www.dia.mil/db/procurem.htm)) closest to you. There is also a Help Desk link that is on the Home Page, should you need further assistance.

To complete your ORCA registration you will need two items prior to registration; (1) An active record in CCR, (2) An MPIN from that active CCR record. Visit [www.ccr.gov](http://www.ccr.gov) to complete these tasks if you haven't already. More information about the questions asked in ORCA can be found in the ORCA Handbook available at the "Help" link at the ORCA Home Page.

What is an MPIN? The Marketing Personal Identification Number (MPIN) is a 9-digit code containing at least one alpha character and one number (no special characters or spaces). The MPIN is created, by you, in your company's CCR record and acts as a "password" for other various government systems. The MPIN is the last data field in the "Points of Contact" section of the registration. Once you've entered your new MPIN into CCR, it will take 24 to 48 hours to update. After that, you can begin your registration in ORCA. Go to [www.ccr.gov](http://www.ccr.gov) if you need more information on setting up your MPIN.

Included in the ORCA registration is a questionnaire. Please complete the questionnaire as it is used to help you gather information you need for the clauses. The questionnaire is not the official version. However, be sure to read the clauses carefully. A sample questionnaire is available at the "Help" link at the ORCA Home Page.

You can update or change your Reps and Certs information whenever necessary and the 365 days clock will start over from the day of change.

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## TRAINING OPPORTUNITIES

The **U.S. General Services Administration's (GSA)** Pamela Smith-Cressel will conduct a training session for Hawaii District Office 8(a) participants interested in learning about GSA Schedules. Ms. Smith-Cressel will demonstrate how to navigate GSA's website and provide tips on obtaining a GSA Schedule contract.

GSA Schedules allow federal customers to acquire more than 6.8 million supplies and services from more than 8,600 commercial suppliers. The various schedules include but are not limited to the following:

- Energy Services
- Environmental Services
- Furniture Services and Products (includes wall covering, curtains, and other related furnishings)
- Information Technology Services and Products
- Laboratory Testing and Related Services
- Management Services Center
- Marketing, Media and Public Information Services
- MOBIS Schedule (Management, Organizational & Business Improvement Service)
- Paints, Coatings, Sealants, and Adhesives
- Professional Engineering Services
- Security Services
- Solar and Energy Saving Systems
- Translation & Interpretation Language Services

The training session will be held in the PJKK Federal Building, Room 5-208 on April 14, 2005, 8:30 a.m. – 10:30 a.m. To register, please call Joyce Tamayose or Cheryl Dominick at 541-2990

**Strategic & Learning Services, Inc. (SLS)** – a small business and former 8(a) program participant, and its affiliate DC-SLS, a HUBZone certified firm, have formed a highly qualified team to deliver specialized training services in collaboration with the SBA 7(j) Management and Technical Assistance Program for Executive Training. The training team will consist of experienced small business owners.

Eligible participants include 8(a) certified firms in the transition stage (Year 5 to Year 9) of the 8(a)BD program along with HUBZone certified firms, businesses operating in areas of high unemployment or low income, and firms owned by low income individuals that have been in operation for at least six years.

This training will provide an opportunity for small businesses to conduct an assessment of their business, establish baselines around critical indicators of business success, and craft an action plan. The seminar will consist of a one-day workshop, and business attendees will be eligible for one-year of follow-up assistance and counseling to improve their action plan in a changing business.

The training is free and eligible firms may register to attend either the May 17 or May 18 session. Both sessions will be held in the PJKK Federal Building, Room 5-208 with each session tentatively scheduled for 8:30 a.m. to 5:00 p.m. To register and for additional information go to [www.sls-7j.net](http://www.sls-7j.net). Enrollment is limited and the expectation is that a firm's owner/president will attend the training session.

For those firms in the developmental stage, SBA will provide a training DVD to be distributed at a later date.

## UPCOMING EVENTS

### GSA Schedules

Place: PJKK Federal Building  
Location: 300 Ala Moana Blvd, Rm 5- 208  
Date: April 14, 2005  
Time: 8:30a.m. to 10:30a.m.  
To Register call 541-2990

### Advanced Training for Transitional Stage 8(a) Participants

Place: PJKK Federal Building  
Location: 300 Ala Moana Blvd, Rm 5-208  
Date: May 17 & 18, 2005  
Time: 8:30a.m. to 5:00p.m. (subject to change)  
To Register go to [www.sls-7j.net](http://www.sls-7j.net)

### IMPORTANT REMINDERS

**Annual updates** are due within 30 days after the close of your firm's program year. Consequently, in order to bring all firms in compliance with annual update reporting requirements, notices are being e-mailed and/or mailed to 8(a) participants. Please remember that if you do not submit the required documentation by the due date, SBA may proceed with terminating your firm from the 8(a) program. Additionally, should you wish to withdraw from the program a Voluntary Early Graduation Agreement is available. If you have questions regarding annual update reporting requirements, please contact your assigned Business Opportunity Specialist.

**Financial statements** (internal/compiled or reviewed as determined by SBA) for firms with gross annual receipts of \$5 million or less and whose fiscal year ended 12/31/04 were due on March 31, 2005. Audited financial statements for firms with gross annual receipts of more than \$5 million and whose fiscal year ended 12/31/04 are due by April 30, 2005.

Please contact your assigned Business Opportunity Specialist prior to changing your firm's ownership structure and/or management. Failure to obtain SBA's prior written approval may result in suspension and/or termination from the 8(a)BD program.

The SF 330 Part II was incorporated into the Online Reps and Certs to ease the burden on vendors, the government determined that the qualifications of A-E firms could be easily submitted via an electronic method. ORCA was chosen as the place to collect and store the 330 Part II information. Since the site is available 24/7 the vendor can update or change any of their information. If there is no change a record remains active 365 days. When a change is made, that record is archived and the current record becomes activated and the expiration date is reset for another 365 days. This reduces time spent and paper collected by both the government and the vendor.

There is no direct link on ORCA to the SF 330 Part II Information. Question number 25 on the ORCA questionnaire collects all SF 330 information. However, you must fill out all the other answers on the questionnaire, not just #25, to provide any SF 330 Part II information.

ORCA records are considered public information. Anyone with access to the Internet, that knows your DUNS number, can search the archives to view an ORCA record. It is similar to using the Dynamic Small Business Search link on CCR to seek information on prospective businesses and contractors who do business with the Federal government.

The ORCA website is designed to be used with Internet Explorer 6.0 or Netscape 7.x Please have your collected data on hand to streamline the data entry process during application.

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